

3 FAM 1220 PROGRAM OBJECTIVES

(CT:PER-678; 06-22-2012)
(Office of Origin: HR/CDA)

3 FAM 1221 MERIT PRINCIPLES

(CT:PER-658; 11-16-2011)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service Employees)

The policies, programs, standards, and procedures governing the personnel systems of the foreign affairs agencies will assure in accordance with merit principles:

- (1) Admission of employees through impartial and rigorous examination;
- (2) Acquisition of career status only by employees who have demonstrated their fitness through successful completion of probationary assignments;
- (3) Effective career development, advancement, and retention of the ablest employees; and
- (4) Separation of those employees who do not meet the requisite standards of performance or conduct.

3 FAM 1222 EQUAL OPPORTUNITY

(CT:PER-569; 09-27-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)
(Applies to Foreign Service Employees and Applicants)

The foreign affairs agencies will foster the development and vigorous implementation of policies and procedures, which will facilitate and encourage:

- (1) Entry into and advancement in the Foreign Service by persons from all segments of American society; and
- (2) Equal opportunity and fair and equitable treatment for all.

3 FAM 1223 EMPLOYEE PARTICIPATION

3 FAM 1223.1 General

(CT:PER-658; 11-16-2011)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will facilitate participation by members of the Foreign Service, through their elected representatives, in the formulation of personnel policies and procedures that affect their conditions of employment, and will maintain a fair and effective system for the resolution of individual grievances that will ensure the fullest measure of due process for members of the Foreign Service.

3 FAM 1223.2 Employee Participation and Settlement of Grievances

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will:

- (1) Provide counseling services for employees concerning personal problems, working conditions, or relationships with supervisors and other employees;
- (2) Encourage the settlement of grievances on such matters through informal procedures whenever possible; and
- (3) Where informal settlement is not possible, provide effective procedures for the hearing and settlement of formal grievances without fear of restraint, reprisal, or discrimination.

3 FAM 1224 OPERATION OF THE SERVICE

3 FAM 1224.1 Management

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will improve Foreign Service managerial flexibility and effectiveness.

3 FAM 1224.2 Uniform and Compatible Personnel System

(CT:PER-658; 11-16-2011)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

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U.S. Department of State Foreign Affairs Manual Volume 3
Personnel

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will increase efficiency and economy by promoting maximum compatibility among the agencies authorized by law to utilize the Foreign Service personnel system, as well as compatibility between the Foreign Service personnel system and other personnel systems of the U.S. Government.

3 FAM 1224.3 Maintenance of Personnel Data

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Civil Service and Foreign Service Employees)

The foreign affairs agencies will maintain modern personnel data systems, which provide timely and accurate information on position requirements and personnel skills for the purpose of assisting management in determining staffing requirements and planning and administering programs for the recruitment, assignment, development, and promotion of personnel.

3 FAM 1224.4 Provide Effective Representation

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will seek to enable the Foreign Service to serve effectively the interests of the United States and to provide the highest caliber of representation in the conduct of foreign affairs.

3 FAM 1225 MINIMIZATION OF HARDSHIPS

(CT:PER-658; 11-16-2011)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will minimize the impact of hardships, disruptions, and other unusual conditions of service abroad on the members of the Service, and mitigate the special impact of such conditions on their families.

3 FAM 1226 BENEFITS AND ALLOWANCES

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will provide salaries, allowances, and benefits that will enable the Foreign Service to attract and retain qualified personnel and will

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U.S. Department of State Foreign Affairs Manual Volume 3
Personnel

provide a system of incentive payments and awards to encourage and reward outstanding performance.

3 FAM 1227 SENIOR FOREIGN SERVICE

(CT:PER-658; 11-16-2011)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will establish and operate a Senior Foreign Service (SFS) that is characterized by strong policy formulation capabilities, outstanding executive leadership qualities, and highly developed functional, foreign language, and area expertise.

3 FAM 1228 EVALUATION OF PROGRAM EFFECTIVENESS

(CT:PER-569; 09-27-2005)

(Uniform State/USAID/BBG/Commerce/Foreign Service Corps-USDA)

(Applies to Foreign Service Employees)

The foreign affairs agencies will conduct a continuing evaluation of the policies, operational objectives, procedures, and effectiveness of the various personnel programs and develop both short-term and long-term plans (including legislation when appropriate) for such modifications as will make them more effective and responsive to their needs.

3 FAM 1229 UNASSIGNED